Fire Officer II
National Certification

Certification Preparation Guide

Referenced to:
NFPA 1021, Standard for Fire Officer Professional Qualifications
Chapter 5: Fire Officer II, 2014 Edition
Referenced to:

NFPA 1021, Chapter 4, 2014 Edition

International Fire Service Training Association (IFSTA)
This Study Guide is provided at no cost to the user by the Kansas Fire & Rescue Training Institute as a service to the firefighters of Kansas.

Copyright © by the Kansas Fire & Rescue Training Institute, University of Kansas. This document is provided for use under the following provisions:
1. Duplication is permitted if the document is duplicated in its entirety, including cover, without editorial changes.
2. No other cover or information is attached a part of the document.
3. Duplicated document is distributed free and is not sold as part of another publication.
Dear Certification Candidate,
Welcome to the National Firefighter Certification Program! The Kansas Fire & Rescue Training Institute is accredited by the International Fire Service Accreditation Congress (IFSAC) and by the National Board on Fire Service Professional Qualifications (NBFSPQ - also known as “Pro Board”). These accreditation agencies establish rules and standards to follow in the administration, recordkeeping and, providing of National Certification for the fire service. Through this accreditation, Kansas Fire & Rescue Training Institute is authorized to issue accredited National Certifications to individuals meeting the requirements of selected national standards.
Kansas Fire & Rescue Training Institute’s role in the process is to maintain testing materials and a fair system of administering certification exams.
This National Certification Preparation Guide was specifically designed to help you prepare for the examination process ahead. This guide gives reading references for the written exam and the skills exam. By using this guide, you will be looking at the same pages the test writer was looking at when they wrote the test questions and developed the skills evaluation sheets.
Our Coordinators and Evaluators are here to observe your skills and knowledge – they will not help you pass the test.
Our staff and evaluators will treat you with respect and professionalism. Our goal is that you complete the testing process with satisfactory performance and earn your National Certification.
Good luck,
KFRTI Staff
National Certification
National Certification is a professional credential that verifies your proficiency in the level to which you were/are certified. Kansas certifications do not expire. If you are moving to another state, you should contact the certification entity in that state to find out if your National Certification from Kansas is recognized in that state.

Certification Program Mission
This mission of the National Certification Program is to maintain an accredited system for Kansas fire service members to earn National Fire Service Certification professional credentials.

Certification Program Values and Principles
In the conduct of this program, the Kansas Fire & Rescue Training Institute uses the values listed below to guide our professional conduct; they form the foundations and parameters of this program.

- We hold in high regard honesty and integrity in ourselves and those we serve.
- Kindness and professionalism guide our instructors and our evaluators.
- We respect the fire and emergency service and those who serve in it.
- Transparency of our system, processes, and policies is paramount.
- The certification standards drive fair evaluation and testing.
- We value our role as the provider and protector of the national certification program's credibility.

Academic Integrity
We hold staff (including part-time) and certification candidates to identical ethical standards. We expect professional behaviors at all times. Any incident of academic misconduct by a candidate, will invalidate their test results, forfeit their certification fee, and be subject to suspension from the certification process for one year. Academic misconduct includes cheating, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and or other actions that may improperly affect the evaluation of a candidate or assisting others in any such act. Our policy on academic misconduct is that of “zero tolerance.”

The University of Kansas prohibits discrimination. Specifically, the University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University’s programs and activities. Retaliation is also prohibited by University policy.
How to Use the Certification Preparation Guide

This National Certification Preparation Guide is specifically designed to help you prepare for the examination process ahead. This guide provides reading references for the written exam and the skills exam.

We have included information in this guide that will help you achieve the professional credential that is Fire Service National Certification. There are a few key elements in preparing for the National Certification Exam. They are: 1) Take some time between the end of your course and the certification exam to focus on studying for the exam. 2) Use this Preparation Guide to help focus on the requirements of the National Standard and your study time.

**STEP 1:** Review the Administrative information in front of this Preparation Guide.
- We have included some important information about the program and the steps of certification. Please take a few minutes and review these pages.

**STEP 2:** Review the Reading Reference Pages
- The Reading Reference pages are arranged by Job Performance Requirements (JPRs), which are determined by the correlating NFPA standard.
- Read and study the pages listed in the written exam reading pages.
- By reading these pages, you are reading the same pages the test developer was when they were writing test questions.

**STEP 3:** Review the Skill Evaluation Sheets in this Certification Guide.
- Take note of the Instructions to the Candidate (grey boxes) on each Skill Sheet. These are the instructions that the evaluator will give to you in each station before you test.
- Skills sheet references take you back to the reference manual to explain the skill. You will be graded only on those items listed on the skill evaluation sheets. Use these in your practice and exam preparations.

**STEP 4:** Read & Review, Read & Review, Read, & Review Practice, Practice, Practice!
- Don’t practice until you do it right; **practice until you can’t do it wrong!**

**STEP 5:** Get a good night’s rest before the exam.
- You can be tired in any of three ways: Mentally, Physically, and Emotionally. If you are tired in any of these ways, it will make you tired in **ALL** of them.
- Save the party for after the exam…get a good night’s rest….eat a good breakfast (if you test in the morning)...easy on the sugar and caffeine…and relax!

**GOOD LUCK!**

*Note:*  
*If you are exploring National Certification and haven’t taken a course specifically for the level of certification you are seeking, we STRONGLY suggest that you start the process by taking a course. Under certain circumstances, you may challenge some certification exams. Persons who take a course first do much better on the exam. Contact the Fire & Rescue Training Institute for more information.*
Written Exam:

a. The Fire Officer II Written Exam includes 50 multiple and true/false questions.
b. Candidates are allowed one (1) hour to complete the exam.
c. Answer sheets and pencils are provided. “Bubble Sheet” answer sheets that candidates fill in small circles to indicate answer a, b, c, d, e as the correct answer are used.
d. No cell phones, radios or other electronic devices are allowed in the room while an exam is being administered (an exception for radios that allow “on-duty” personnel to receive alarms may be granted under special circumstances).
e. A 70% score is required to pass the written exam

Skills Exam:

a. The Skills Exam includes Classroom Activities and Presentations of take-home project activities. Depending on the skill tested in the activity or project, candidates may be tested individually, or as a member of a team.
b. Team/Group activities consist of randomly assigning work groups of three to four class members for the purpose of skills testing. Classroom activities will be evaluated and scored the same as out-of-class projects.
c. When testing a member of a team, evaluation includes both individual performance and performance as a member of the team.
d. The Skills Exam typically includes six projects assigned on the first scheduled face-to-face class day.
e. One project consists of each candidate conducting a fire investigation. Candidates are encouraged to investigate an actual fire scene to determine the point of origin and cause of the fire. A Supervisory Officer from the candidates sponsoring agency will verify completion of the investigation and subsequent report. If, an actual fire scene is not available for the completion of this project candidates may complete this activity utilizing the scenario and pictures provided in the project packet.
f. All elements of the field skills must be completed within twelve months from the date the candidate took the written certification exam (First attempt). Candidates will complete field skills within their home department/agency under direction of a supervisory officer. A verification sheet, stating that all required skill elements were completed by the candidate, must be signed by a supervisory officer and turned into KFRTI with submittal of completed project packets.

What if I Fail the Exam?
Failure of any required component (not submitting a signed Local verification form, less than 70% on the written or less than 100% of the skills exam) constitutes a failed attempt.

a. Candidates must register to take a retest at another test site. No walk-in testing is allowed. To register for a retest, call the Institute at (toll free) 866-804-8841.
b. Candidates are allow two (2) attempts at the exam. If a candidate fails the exam twice and wishes to take the exam again, a new certification fee is required. The new fee will allow the candidate two more attempts at the test. The Institute strongly recommends that candidates seek additional training, refresher training or put a lot of time into study before attempting the exam for a third attempt.

Time to Complete Certification
Candidates have one year from the date of their first testing action to complete their certification. Written and skills testing and retesting, verification forms, and all other requirements must be completed within that year. Failure to complete the certification within that year will invalidate all previous testing and the candidate will be required to submit a new application, new fee, new verification form and retest for the written and skills tests prior to certification.
Fire Officer II Written Exam
Study/Preparation Information and Material

Fire Officer II Written Exam: 100 multiple and true/false questions.
Time allowed to take exam: One (1) Hour
Passing Score: 70% (or higher)

Answer sheets and pencils are provided. “Bubble Sheet” answer sheets that candidates fill in small circles to indicate answer a, b, c, d, e as the correct answer are used.

No cell phones, radios or other electronic devices are allowed in the room while an exam is being administered (an exception for radios that allow “on-duty” personnel to receive alarms may be granted under special circumstances).

Reading Reference/Text
The Fire Officer1 exam is referenced to: IFSTA Fire Service Company Officer, 8th Edition
National Standard test is based on: NFPA 1021 Standard for Fire Officer Professional Qualifications, Chapter 5, Fire Officer II, 2014 Edition

Written Exam Study Pages
(Test questions are taken from these same pages)

<table>
<thead>
<tr>
<th>Section Subject &amp; NFPA 1021, Level 2 (Chapter 5) JPR Number</th>
<th>Reading/Study Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1: General</td>
<td></td>
</tr>
<tr>
<td>5.1.1: The organization of local government</td>
<td>Pages: N/A</td>
</tr>
<tr>
<td>5.1.2: Intergovernmental and interagency cooperation</td>
<td>Pages: N/A</td>
</tr>
<tr>
<td>5.2: Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>5.2.1: Human resource policies and procedures</td>
<td>Pages: 56-63, 112-117, 351-357, 359-360, 373-388</td>
</tr>
<tr>
<td>5.2.2: Human resource policies and procedures</td>
<td>Pages: 351-352, 359-360, 377-388</td>
</tr>
<tr>
<td>5.2.3: Development of a professional development plan</td>
<td>Pages: 351-352, 359-360, 389-392</td>
</tr>
<tr>
<td>5.3: Community and Government Relations</td>
<td></td>
</tr>
<tr>
<td>5.3.1: Organizational cooperation</td>
<td>Pages: 351-359</td>
</tr>
<tr>
<td>5.4: Administration</td>
<td></td>
</tr>
<tr>
<td>5.4.1: Develop a policy or procedure</td>
<td>Pages: 56-63, 351-352, 361-366, 397-398</td>
</tr>
</tbody>
</table>
5.4.2: Develop a project of divisional budget
Pages: 351-352, 398-402

5.4.3: Describe the purchasing process
Pages: 351-352, 400-402

5.4.4: Prepare a news release
Pages: 117-128, 351-352

5.4.5: The data processing system
Pages: 117-128, 351-352

5.4.6: Planning and implementing change
Pages: 351-352, 361-366, 397-398

5.5: Inspection and Investigation

5.5.1: Determine the point of origin and cause of a fire
Pages: 351-352, 402-423

5.6: Emergency Service Delivery

5.6.1: Standard operating procedures
Pages: 351-352, 359, 430-437

5.6.2: Post incident analysis
Pages: 144-147, 351-352, 438-441

5.6.3: Data analysis
Pages: 351-352, 438-441

5.7: Health and Safety

5.7.1: Analyze the causes of injury, accidents and Health exposures
Pages: 351-352, 448-459

**Cumulative Reading Pages**

56-63, 112-117, 117-128, 144-147, 351-352, 351-357, 351-359, 359
359-360, 361-366, 373-388, 377-388, 389-392, 397-398, 398-402,
400-402, 402-423, 430-437, 438-441, 448-459
Practical Skills Examination:

The Fire Officer II practical skills portion of the certification exam is based on **Requisite Knowledge** and **Requisite Skills** objectives listed in NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2014 edition, Chapter 5.

1. Candidates will be required to pass all evaluated skills, graded as Pass/Fail.

2. The skills evaluation forms are available as part of this study guide.

Skills Exam:

a. The Skills Exam includes Classroom Activities and Presentations of take-home project activities. Depending on the skill tested in the activity or project, candidates may be tested individually, or as a member of a team.

b. Team/Group activities consist of randomly assigning work groups of three to four class members for the purpose of skills testing. Classroom activities will be evaluated and scored the same as out-of-class projects.

c. When testing a member of a team, evaluation includes both individual performance and performance as a member of the team.

d. The Skills Exam typically includes six projects assigned on the first scheduled face-to-face class day.

e. One project consists of each candidate conducting a fire investigation. Candidates are encouraged to investigate an actual fire scene to determine the point of origin and cause of the fire. A Supervisory Officer from the candidates sponsoring agency will verify completion of the investigation and subsequent report. If, an actual fire scene is not available for the completion of this project candidates may complete this activity utilizing the scenario and pictures provided in the project packet.

f. All elements of the field skills must be completed within twelve months from the date the candidate took the written certification exam (First attempt). Candidates will complete field skills within their home department/agency under direction of a supervisory officer. A verification sheet, stating that all required skill elements were completed by the candidate, must be signed by a supervisory officer and turned into KFRTI with submittal of completed project packets.

References & Textbooks:

KFRTI, *Fire Officer I Student Materials*, 2018
<table>
<thead>
<tr>
<th>Section Subject &amp; Subject</th>
<th>NFPA 1021, Level 2 (Chapter 5)</th>
<th>JPR Number</th>
<th>Reading/Study Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1: General</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1.1: The organization of local government</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>5.1.2: Intergovernmental and interagency cooperation</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>5.2: Human Resource Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2.1: Human resource policies and procedures</td>
<td></td>
<td></td>
<td>56-63, 112-117, 351-357, 359-360, 373-388</td>
</tr>
<tr>
<td>5.2.2: Human resource policies and procedures</td>
<td></td>
<td></td>
<td>351-352, 359-360, 377-388</td>
</tr>
<tr>
<td>5.2.3: Development of a professional development plan</td>
<td></td>
<td></td>
<td>351-352, 359-360, 389-392</td>
</tr>
<tr>
<td>5.3: Community and Government Relations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.3.1: Organizational cooperation</td>
<td></td>
<td></td>
<td>351-359</td>
</tr>
<tr>
<td>5.4: Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4.1: Develop a policy or procedure</td>
<td></td>
<td></td>
<td>56-63, 351-352, 361-366, 397-398</td>
</tr>
<tr>
<td>5.4.2: Develop a project of divisional budget</td>
<td></td>
<td></td>
<td>351-352, 398-402</td>
</tr>
<tr>
<td>5.4.3: Describe the purchasing process</td>
<td></td>
<td></td>
<td>351-352, 400-402</td>
</tr>
<tr>
<td>5.4.4: Prepare a news release</td>
<td></td>
<td></td>
<td>117-128, 351-352</td>
</tr>
<tr>
<td>5.4.5: The data processing system</td>
<td></td>
<td></td>
<td>117-128, 351-352</td>
</tr>
<tr>
<td>5.4.6: Planning and implementing change</td>
<td></td>
<td></td>
<td>351-352, 361-366, 397-398</td>
</tr>
<tr>
<td>5.5: Inspection and Investigation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5.1: Determine the point of origin and cause of a fire</td>
<td></td>
<td></td>
<td>351-352, 402-423</td>
</tr>
<tr>
<td>5.6: Emergency Service Delivery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.6.1: Standard operating procedures</td>
<td></td>
<td></td>
<td>351-352,359, 430-437</td>
</tr>
<tr>
<td>5.6.2: Post incident analysis</td>
<td></td>
<td></td>
<td>144-147, 351-352, 438-441</td>
</tr>
<tr>
<td>5.6.3: Data analysis</td>
<td></td>
<td></td>
<td>351-352, 438-441</td>
</tr>
<tr>
<td>5.7: Health and Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.7.1: Analyze the causes of injury, accidents and Health exposures

Pages: 351-352, 448-459

Cumulative Reading Pages

56-63, 112-117, 117-128, 144-147, 351-352, 351-357, 351-359, 359
359-360, 361-366, 373-388, 377-388, 389-392, 397-398, 398-402,
400-402, 402-423, 430-437, 438-441,448-459
Fire Officer II: Human Resources  
Project 1

Reference: NFPA 1021, 2014 Edition, Chapter 5, Job Performance Requirement 5.2: Human Resource Management (Section 5.2.1, 5.2.2, and 5.2.3), IFSTA, Fire Service Company

Candidate Equipment Required: KFRU Fire Officer Project Book, Organizational Chart

Evaluator's Instructions to Candidates

Purpose: Company officers must be able to initiate actions to maximize member performance, correct unacceptable behavior, evaluate job performance of assigned members; and, develop a plan for their personal professional growth and development.

Directions: Complete the exercises in the Student Workbook for Project 1 (pay close attention to the instructions and directions). Be prepared to share your results and experiences with the rest of the class.

Evaluated Skill Items

<table>
<thead>
<tr>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Section 5.2.1 - Initiate Actions to Maximize Unit Performance
1. The ability to communicate in writing.
2. The ability to communicate orally.
3. The ability to solve problems.
4. The ability to increase teamwork.
5. The ability to counsel members.

Section 5.2.2 - Evaluate the Job Performance of Team Members
1. The ability to communicate orally.
2. The ability to communicate in writing.
3. The ability to plan and conduct evaluations.

Section 5.2.3 - Create a Professional Development Plan
1. The ability to communicate orally.
2. The ability to communicate in writing.

Candidate's name:  
Station: Pass Fail  
Notes (Please include comments/explanation for failure):

Evaluator's Signature:  
Date  
Revised: Jan 2020
Reference: NFPA 1021, 2014 Edition, Chapter 5, Job Performance Requirement 5.3: Government Relations and 5.4: Administration; (Section 5.3.1, 5.4.1), IFSTA, Fire Service Company

Evaluator's Instructions to Candidates


Candidate Equipment Required: KFRTI Fire Officer Project Book, Allied Agency Agreements

Purpose: A. Company officers must be able to evaluate the need to call for assistance from allied agencies for the purposes of addressing community needs and emergency service demands. B. Company officers must be able to identify problems and develop policy, or procedures, to address the need.

Directions: Complete the exercises in the Student Workbook for Project 2 (pay close attention to the instructions and directions). Be prepared to share your results and experiences with the rest of the class.

 Evaluated Skill Items

<table>
<thead>
<tr>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>Pass</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Section 5.3.1 - Developing Cooperative Agreements

1. The ability to communicate in writing.
2. The ability to communicate orally.
3. The ability to develop interpersonal relationships.

Section 5.4.1 - Develop a Policy or Procedure

The ability to communicate in writing.

The ability to solve problems.

Candidate’s name: Station: Pass [ ] Fail [ ]

Notes (Please include comments/explanation for failure):

Evaluator’s Signature: Date

Revised: Jan 2020
**Fire Officer II: Department Budgets, Purchasing**

Project 3

**Reference:** NFPA 1021, 2014 Edition, Chapter 5, Job Performance Requirement 5.4: Administration (Section 5.4.2, 5.4.3, 5.4.4, 5.4.5, and 5.4.6), IFSTA, Fire Service Evaluator Equipment Required: Company Officer, 5th Edition, 2013

Candidate Equipment Required: KFRTI Fire Officer Project Book, Agency Policies and Procedures (Budget and Finance)

**Evaluator's Instructions to Candidates**

**Purpose:** Company officers must be able to develop budget documents and requests; prepare news releases and departmental reports; and develop plans to initiate organizational change.

**Directions:** Complete the exercises in the Student Workbook for Project 3 (pay close attention to the instructions and directions). Be prepared to share your results and experiences with the rest of the class.

<table>
<thead>
<tr>
<th>Evaluated Skill Items</th>
<th>1st Attempt</th>
<th></th>
<th>2nd Attempt</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 5.4.2 - Develop a Project or Divisional Budget</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. The ability to communicate in writing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The ability to communicate orally.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The ability to allocate resources.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The ability to relate interpersonally.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Section 5.4.3 - Describe the Process of Purchasing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. The ability to communicate orally.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The ability to communicate in writing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The ability to utilize evaluative methods.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Section 5.4.4 - Prepare a News Release</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. The ability to communicate orally.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The ability to communicate in writing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Section 5.4.5 - Prepare a Report for a Supervisor</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. The ability to communicate in writing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The ability to interpret data.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Section 5.4.6 - Develop a Plan to Accomplish Organizational Change</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. The ability to communicate orally.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The ability to communicate in writing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Candidate's name:**

Notes (Please include comments/explanation for failure):

**Evaluator's Signature:**

**Station:** Pass Fail

Revised: Jan 2020
**Evaluator's Instructions to Candidates**

**Purpose:** Company officers must be able to initiate actions to investigate the point of origin and cause of fires by utilizing deductive skills.

**Directions:** Complete the exercises in the Student Workbook for Project 4 (pay close attention to the instructions and directions). Be prepared to share your results and experiences with the rest of the class.

### Evaluated Skill Items

<table>
<thead>
<tr>
<th>Section 5.5.1 Initiate Actions to Maximize Unit Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The ability to communicate in writing</td>
</tr>
<tr>
<td>2. The ability to communicate orally.</td>
</tr>
<tr>
<td>3. The ability to apply knowledge using deductive skills.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Candidate's name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes (Please include comments/explanation for failure):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluator's Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

Revised: Jan 2020
# Fire Officer II: Emergency Service Delivery

## Project 5


**Evaluator Equipment Required:** KFRTI Fire Officer Project Book, Organizational Chart

### Evaluator's Instructions to Candidates

**Purpose:** Company officers must be able to initiate command of an emergency incident, establish operational plans and assume roles within an Incident Management System. Company Officers must be capable of preparing for and conducting post-incident analysis. Company officers must also be able to interpret data and write detailed planning reports to determine service demand within a planning area/zone.

**Directions:** Complete the exercises in the Student Workbook for Project 5 (pay close attention to the instructions and directions). Be prepared to share your results and experiences with the rest of the class.

### Evaluated Skill Items

<table>
<thead>
<tr>
<th>Section 5.6.1 - Produce Operational Plans for an Emergency Incident</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The ability to communicate in writing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The ability to communicate orally.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The ability to solve problems.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The ability to increase teamwork.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 5.6.2 - Develop and Conduct a Post-Incident Analysis</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The ability to communicate orally.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The ability to write reports.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The ability to evaluate skills.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 5.6.3 - Prepare a Written Report that Interprets Data to Determine Service Demand for a Specific Planning Area/Zone</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The ability to write reports.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The ability to interpret response and demographic data.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Candidate's name:**

Notes (Please include comments/explanation for failure):

**Evaluator's Signature:**

Date

Revised: Jan 2020

Evaluator Equipment Required: KFRITI Fire Officer Project Book, Organizational Chart
Candidate Equipment Required:

Evaluator's Instructions to Candidates

Purpose: Company officers must be able to review accident, injury and health exposure reports to identify and take action to improve unsafe work environments and work practices.

Directions: Complete the exercises in the Student Workbook for Project 6 (pay close attention to the instructions and directions). Be prepared to share your results and experiences with the rest of the class.

Evaluated Skill Items

Section 5.7.1 Given a Case Study, Write a Report for Corrective Action

1. The ability to communicate in writing
2. The ability to report on corrective actions in the case of accident, injury, or health exposure.

Candidate's name: ____________________________ Station: ____________________________

Notes (Please include comments/explanation for failure):

Evaluator's Signature: ____________________________ Date: ____________________________